



Community Development Department - Planning Division

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General/Community/Specific Plan Amendment

The General Plan and related Community and Specific Plans serve as the City's long-range development guide. Specific Plans may also include special development requirements that supplement or supersede zoning requirements. Generally, zoning must be consistent with the General Plan. The process requires review by the City Planning Commission and final review and approval by the City Council.

Some applications may ultimately require preparation and processing of an Environmental Impact Report (EIR). That process, if required, may entail substantial additional application fees and consultant costs and would require several months to complete.

Consult the Planning & Building Department staff for details.

APPLICATION SUBMITTAL: Applications will be conditionally accepted on the presumption that the information, materials and signatures are complete and accurate. If the application is incomplete or inaccurate, your project may be delayed until corrections or additions are received.

FILING DEADLINES: There are different filing deadline schedules depending on the type of amendment requested:

- a. New Specific Plan or an Amendment of an existing Specific Plan — Applications may be made pursuant to the regular City Planning Commission Tentative Schedule.
- b. Amendments to the General Plan — Applications are accepted only four times per year (Consult with the Planning & Building Department staff for specific dates).
- c. Amendments processed in conjunction with proposed annexations are not subject to the quarterly filing limitation and will be processed as part of the annexation process.
- d. Amendments to a Community Plan — Community Plans are part of the General Plan, therefore, the amendment process is the same as a General Plan schedule. Community Plan amendments initiated by the City Council are not subject to the quarterly filing limitation.

APPLICATION PROCESSING: Upon receipt of a complete and accurate application including applicable fees, Planning staff will review your application and prepare a staff report which will be mailed to you. Extra copies are available from the Planning & Building Department.

TIME: The initial review will be completed and written staff reports will be mailed approximately one week prior to City Planning Commission hearing date.

HEARINGS: The hearing dates for individual amendment requests will be scheduled as soon as possible according to variable factors including the number and types of requests received by the City for each filing deadline. The applicant, a representative, or the legal owner should be present at all hearings.

APPEAL PROCESS: If your request is denied, or if you disagree with any of the conditions of approval, you have the right to appeal. Appeal information is available from the Planning & Building Department, on the City website or in the final report.

PLANNING FEES: See current Fee Schedule (***FILING FEES ARE GENERALLY NOT REFUNDABLE***):

REQUIRED ITEMS FOR FILING (The following checklist gives you the requirements for application):

- ☐ One (1) copy of completed application
- ☐ One (1) copy of completed Environmental Information (Initial Study) Form

If the amendment applies to a specific property

- ☐ One (1) copy of Plat Map of the property. (A copy of the Assessor's Map of the subject property.)
- ☐ One (1) copy of Hazardous Site Review Questionnaire
- ☐ One (1) copy of Hazardous Materials Questionnaire

If a project is located within an Airport Influence Area (see attached maps), approval of the proposed project by the Riverside County Airport Land Use Commission (ALUC) may also be required. See the “ALUC Information” handout for further information.

- ☐ One (1) copy of Application to the Riverside County Airport Land Use Commission